

FIR Training Workshop

Brief And Process For Organising A Workshop

1. About FIR Training Workshops

1.1 Background

- The Fairness, Inclusion and Respect (FIR) training workshops are part of a suite of development activities and materials, intended to make our workplaces even better and more productive, for everyone. They are designed by an Employer Leadership Group of industry experts, led by CECA:



- This work has been funded by CITB, since 2015, through the Growth and Flexible Funds.

1.2 Purpose of Training Workshops

- To help make construction and engineering workplaces more inclusive and better for everyone, so that every employer can:
 - Attract, recruit and retain the best of all available talent
 - Address skills gaps
 - Capture the business benefits of diversity, including better productivity, innovation and collaboration, safer workplaces, improved reputation, enhanced financial performance
- To provide the background knowledge that leaders, managers, supervisors and team leaders need to better promote fairness, inclusion and respect (FIR) in their workplaces.
- To explain how any person or company can access and use the *free* [FIR on-line Toolkit](#).

1.3 Benefits of Hosting a Training Workshop

- Capture more of the financial and business benefits of diversity and FIR within your organization / business and supply chain
- Demonstrate to your clients, workforce and supply chain partners that your business is committed to making workplaces fairer and more supportive for all workers

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- Find out how to get *free* training and support designed specifically for your sector, including how to meet your legal requirements as an employer and service provider under the Equality Act 2010
- Position your business at the forefront of driving a genuinely collaborative sector wide initiative to improve our industry

1.4 'Template' Training Workshop Content

1.4.1 Learning objectives

By the end of the session, participants will:

- Understand what FIR means
- Understand why FIR matters
- Know where to go for support to progress FIR
- Have an initial action plan to progress FIR

1.4.2 Agenda

- Welcome and introductions
- Icebreaker quiz
- What FIR means (including group discussion)
- Why FIR matters (including group discussion)
- How to progress FIR (including group discussion)
- Action planning
- One action each participant will take after this workshop
- Call to action & close



1.5 Training Workshop Structure

- This is typically a half day work (3-3.5 hours including a break). This allows time for group discussion and exercises.
- The workshops can be held anywhere in Wales, Scotland or England.

Participants:

- Between 25 and 150 +. We can get any size of group talking!
- From at least 5 different companies; for example, host's own organisation/ company and several supply chain partners such as contractors, sub-contractors, suppliers, contingent labour agencies, providers of professional services
- Around half of attendees to work for small medium enterprises (SMEs); organisations that employ less than 250 people and are *not* part of a group that employs more than 250 in total

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We require the host to organise and cover the cost of:

- Venue
- Light refreshments (tea, coffee, water) upon arrival and midway through
- Presentation equipment - power point projector, screen, screen pointer
- A4 paper for participants to write on and take away
- A leader or manager from their business to welcome participants and provide some introductory (and perhaps, closing) words. Host staff who are knowledgeable about FIR are very welcome to be involved in delivery of the session, provided there has been liaison with the trainer in advance.

The FIR Programme provides:

- An on-line booking and registration process for participants
- Re-confirmation and joining directions to participants, days before the event
- Option for us to issue invitations on your behalf; for this we will require a list of names, companies, email addresses and telephone numbers at least 6 weeks ahead of the event
- Option for us to market the event to Supply Chain School partners and members, if you want to open it up to people outside your own workforce and supply chain
- Trainer
- Laptop and speaker
- All materials - training slide deck and short films; with the option for host to include material about their own approach to FIR and/or to address specific client requirements
- Sign-in sheets and feedback forms
- Email including slide deck to participants, after the event
- Post event CPD certificates to those participants that want them
- Feed-back of learning from the workshop (including views expressed and questions asked) into development of new FIR materials and training

2. Next Steps

If you would like to host a workshop please contact veronica@supplychainschool.co.uk with an indication of:

- proposed date(s) and venue location(s)
- what type and number of participants you would expect to attend

We will confirm whether, under the terms of our CITB funding, the [FIR programme](#) can deliver the workshop for *free*, and begin to organise the event with you.

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3. Opportunities for Host and/or Participants to Continue Their FIR Journey After The Training Workshop

You and/or they can:

- Access and use the [FIR Toolkit](#) for free
- Join our supported network of FIR Ambassadors
- Host a FIR Ambassadors engagement workshop so that Ambassadors in the local area can get together and share experiences and develop good practice approaches
- Become a FIR trainer, so that they can upskill their workers, partners and supply chains – we will be organizing “train the trainer” sessions for this

“In promoting Industry learning there has been nothing like the [FIR Programme](#). Very uniquely, competitor organisations are freely helping and supporting each other in lessons learned and sharing FIR best practice, recognising this is the only way to deliver industry wide change and meet the skills shortage. FIR is not something we can do effectively in our own business in isolation. The FIR Programme has an absolutely vital part to play in helping the industry meet the approaching skills shortages.”

- Richard King, Director, Osborne & Chair CECA South

